Kitchen and Cater Staffing.

Required Documents to be supplied to Work.

No offer or acceptance of employment with will be considered valid or enforceable until all the documents listed below have been supplied to and are authentic.

Other statement of condition Sheet. This document states that Kitchen and cater Staffing sheet)' has been made aware of, (on this any physical, medical, or other condition that may inhibit, restrict, or alter your ability to perform work or to be available to perform work. Any workman's comp. claims that you have filed in any State in the past Two years.

. Completed Application / Verifiable. 2. Completed I-9 Form

. W-4 form completed.

 Photocopies of Driver’s License. / Passport

. Photocopy Social Security Card.

. Agreement to policies and procedures.

**24/7 Line 650 283 8369**

 **408-483-1456**

**TEMPORARY SERVICES EMPLOYEE HANBOOK**

Welcome to professional temporary services work. As supplied by Kitchen and Cater Staffing. You have exhibited attitude, availability, and willingness concurrent with our goals of servicing the needs requirements, Standards, and Directions

I understand that I cannot ask for a job directly that is a dismissal immediately or to be working without reporting it to Kitchen and Cater.INC

**Financials:** Under no circumstances no discuss billing rates. Pay rates, pay scales, pay history, Revenue information, ETC. with anyone else period. This information is proprietary. And under direct supervision and administration of KITCHEN AND CATER SATFFING

**PAYMENT:** Bi-weekly payday employees may pick up their check in the office on Friday Pay day during the post time or sign up for direct deposit.

**Probationary period:** If you are not a full-time employee or 90 days you will be evaluated. By clients review on ground of attitude, performance, and ability to Operate as an employee to the set standards. As the work relationships At will agreement.

**Uniform/Appearance:** Clarify appearances standards before each job travel with a backup. Standards components Black socks with black shoes, black jacket, and black pants. Safety shoes non slips so Shirts and pants must be pressed. Black cummerbund tuxedo shirt and black bowtie Necessary for front of House Knives, knife protective gloves unmarked headwear.

**Sickness Problems:** Is your responsibility to notify a supervisor on person when you feel you will not be able to arrive to a contracted order. That means will rely upon you to continually try until you contact a human being to arrive at some solution to services or client commitment in advance.

**Drugs and Alcohol:** Arrive under the influences illegal and unauthorized consuming.

Stealing housing. Carrying placing or illegally transacting any drugs or alcohol is grounds for immediate termination and possible legal chargers.

**Harassment:** Under no circumstances are you expected to work under any inappropriate duress or in a harassing environment if you are harassed verbally, physically, or mentally in any way, notify the next highest level of management Immediately. Stopping such issues early helps keep it a safe and comfortable work environment for all of us we can’t stop what we don’t know about these Issues will be addressed directly and whiting one week. By the same token such behavior from you will be tolerated.

**Shift Break:** For a minimum 4-hour shift, are you entitled at least one 15-minute break if Instructed by your shift supervisor to take an additional break off the clock you must acknowledge this request, we will pay you for all time that you’re working plus the one allowable 15-minute break.

Sign: Name: